



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

Academic Year 2026/2027

Dear Colleague

IT TECHNICIAN

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school where our students make excellent progress. OFSTED graded the school in March 2025 as Outstanding in all areas and commented "Pupils achieve particularly well at this school due to the ambitious curriculum provided. Pupils are highly engaged and focused in lessons. A clear sense of care resonates through this truly inclusive school."

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

We reserve the right to interview early for this post should a suitable candidate apply

I look forward to hearing from you.

Yours sincerely

James Rebbitt
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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IT TECHNICIAN

Full-time, 36 hours per week (with half an hour unpaid lunch) – 26 days' annual leave (increasing with length of service)

Monday to Friday

The role of IT Technician requires some flexibility with start and finish times to ensure full coverage for after-school events and to support activities outside regular hours.

Scale G4 - £29,622 per annum

Responsible to:

Network Manager

JOB DESCRIPTION

Key Responsibilities:

The post involves both technical and administrative roles as part of the IT Support team.

- **Technical Support:** Provide comprehensive technical support for all school IT equipment, including computers, software, and associated peripherals.
- **Collaboration with Service Providers:** Work collaboratively with service providers to deploy necessary hardware and software to meet the school's needs.
- **Network Monitoring:** Monitor daily network and server operations, including backup processes, anti-virus protection, and firewalls, to ensure optimal network availability.
- **Helpdesk Management:** Monitor the IT helpdesk system, prioritise requests, and respond promptly to user inquiries.
- **Documentation Maintenance:** Update and maintain essential documentation, such as logs and audits, as part of administrative procedures.
- **Resource Preparation and Support:** Prepare and install IT resources, providing support for teaching, learning, and school events.
- **Website and Platform Management:** Maintain, develop, and update the school website, virtual learning environment, Microsoft Office 365 tenancy, and intranet.
- **Equipment Maintenance and Repairs:** Conduct general maintenance, repairs, and updates of computer equipment and associated software; arrange repairs for faulty equipment and peripherals.
- **Training and Support:** Train teachers and support staff in the use of hardware and relevant software as needed.
- **Additional Duties:** Undertake other duties as assigned by the Headteacher, in line with the grading of the position.
- **Safeguarding and Policy Adherence:** Uphold the school's policies regarding the safeguarding of young people, equal opportunities, and health and safety practices.

The job description is subject to amendment and will be reviewed from time to time and modified in the light of the changing needs of the school.

PERSON SPECIFICATION

The person appointed will have:

- **Organisational Skills:** Strong organisational abilities with a proven capacity to prioritise tasks, meet deadlines, and maintain composure under pressure.
- **Technical Proficiency:** Excellent computer and administrative skills, with proficiency in Microsoft Office Suite (Word, Excel, Publisher). Experience with Arbor (student Management Information System) is desirable but not essential.
- **Educational Background:** Good literacy and numeracy skills, supported by a solid educational background.
- **Adaptability in Fast-Paced Environments:** Ability to thrive in a busy and demanding work environment, demonstrating energy and enthusiasm.
- **Initiative and Independence:** Ability to take initiative and work independently, while also being a collaborative team member.



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- Attention to Detail: Strong focus on accuracy and detail in all tasks.
- Communication Skills: Excellent verbal and written communication skills, capable of engaging effectively with a diverse range of stakeholders, including students, teachers, parents/carers, and external agencies.
- Self-Motivation and Flexibility: Highly self-motivated, enthusiastic, and hardworking, with a flexible approach to tasks and responsibilities.
- Teamwork Orientation: Positive team player who values collaboration and is willing to assist and support colleagues as needed.
- Problem-Solving Skills: Proactive approach to identifying and resolving issues effectively.
- Technological Adaptability: Willingness to embrace new technologies and innovative ideas that enhance administrative processes.
- Punctuality and Attendance: Excellent punctuality and attendance record.
- Confidentiality and Discretion: Commitment to maintaining confidentiality and exercising discretion in all matters.
- A commitment to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- A commitment to the principles and practice of safeguarding all young people

ORGANISATION DESCRIPTION

Whitmore High School is a mixed comprehensive school with an excellent record of achievement, one of the top 100 state comprehensive schools in England. Students are expected to achieve the highest standards of work and behaviour in a positive, friendly but disciplined atmosphere. Our staff are highly qualified and passionate about ensuring all students reach their full potential and we work closely with parents to achieve this aim.

The school's IT infrastructure is modern and uniform across the school and applies to all classrooms, offices, student laptops, desktops, and teacher laptops. All classrooms are equipped with a laptop docking station upon which teachers and student laptops can be docked. Students have access to over 1000 laptops and desktops. Teaching staff are provided with their own laptop with compatible docking stations in all classrooms. Further all classrooms are fitted uniformly which makes for provision of efficient, cost-effective and timely maintenance and support by the school's IT Support Team.

The school has invested heavily in IT infrastructure which includes a stock of over 200 desktop computers, with interactive whiteboards and visualisers in every classroom. There is a fully integrated Apple Mac network in the Music Department including both Macbooks and iMacs. The school has developed a bespoke VLE based on Office365 infrastructure and has trained members of the IT Network Team to support the ongoing development of the VLE and Office365 apps. With infrastructure including digital signage in key locations around school, a full lighting rig for school productions, site-wide IP CCTV, virtualised server infrastructure, remote access, BYOD and follow-me printing, the IT Network Team are critical to the school's ongoing success.

There is a wide range of training opportunities, both onsite (working with team members and with third party support providers) and offsite (working with external providers) which enable the IT Network Team to deliver a world class service, regularly noted by other schools and support contractors to be 'cutting edge'. The opportunities for personal development are wide-ranging and include involvement in running procurement projects, updating server infrastructure, sourcing hardware and software providers to name but a few.

Whitmore High School is a vibrant, forward-thinking, and outward-looking place to work, an organisation that believes in the power of its staff to support the right of every child to an outstanding education.

Academic Year 2025/2026